

## WHAT IS NEEDED WHEN PLANS ARE SUBMITTED?

### Taps & Meters (Wastewater)

It is advised that you visit the Taps & Meters (Wastewater) Section to ensure there is available water and wastewater for your project and to set up accounts.

### Planning & Development Services

- 2 copies of a certified survey
- 2 copies of a site plan
- 2 copies of recorded subdivision plat if not previously provided.

For minimum development site plan requirements visit the Development Services (Planning) Section.

### Floodplain Management

2 sets of plans with elevation certificates signed and sealed by a Texas registered professional surveyor or engineer.

Requirements for development within the Floodplain are available in the Floodplain Management Section.

### Traffic

Two sets of site plans are required for review and approval. Show the existing street improvements such as trees, poles, sidewalks, driveways, curbs and gutters, ditches, culvert sizes and lengths and inlets. Show proposed driveways and improvements with all dimensions.

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#### For sidewalk and driveway drawings visit:

<http://www.publicworks.houstontx.gov/ecd/index.html>

1. Click Public Works E-Gov Document Center (Image)
2. Click Engineering and Construction
3. Click Drawings
4. Click Standard Details
5. Click Street Paving Details
6. Click Drawings: 02754-01 (curbed type street)  
02754-02 (open ditch)

## HELPFUL PHONE NUMBERS

### General Information **832-394-9494**

#### Plan Review & Permits

Commercial Plan Review	832-394-8810
Residential Plan Submittal	832-394-8820
One Stop	832-394-8820
Permits	832-394-8899
Utility Releases	832-394-8847
Lake Houston Records	832-394-8852

#### Inspections

Electrical	832-394-8860
Mechanical	832-394-8850
Elevators	832-394-8861
Plumbing	832-394-8870
Structural	832-394-8840
Manufactured Homes	832-394-8842
Occupancy/Life Safety	832-394-8880

#### Other Permits & Related Groups

Taps & Meters (Wastewater)	832-394-8888
Fire Marshal	832-394-8853
Flood Plain Management	832-394-8854
Development Services (Planning)	832-394-8849
Traffic/Engineering	832-394-8851
Sign Administration	832-394-8890

Kingwood Office  
3915 Rustic Woods Drive 281-361-9580

Dacoma Office  
3825 Dacoma Street 281-686-6224

Other City Listings 311

<http://www.houstontx.gov/>



## New Residence Master Home Program



**Repeat Model A**



**Repeat Model B**



## New Residence Master Plan Program

The Residence Master Plan Program is designed so that builders and developers who build ten (10) or more units of the same repeat home over a year can save both time and money. The advantage of this program is that fewer plans need to be submitted for Plan Review. For subsequent identical units built, plan reviews are performed in an expedited manner and permit fees are known in advance.

**NOTE:** Before submitting your building plans for review to the Code Enforcement Group, it is strongly advised that you visit the Site Development Review Section on the 3rd floor at 1002 Washington Avenue for a site development review. Following this procedure could possibly save you considerable time and money.

### HOW DOES THIS PROGRAM WORK?

Before proceeding with any work, make sure your project complies with your subdivision's deed restrictions. Contact the civic club or homeowner's association for a certified copy of the deed restrictions.

To begin the process for obtaining a **Repeat Home Permit**, visit our offices at 1002 Washington Avenue, 3<sup>rd</sup> floor. Follow these simple steps to obtain a building permit:

#### I. Residence Master Plan

Submit 3 complete sets of plans and energy code forms for the master plan to the New Residence Office. If a software program is used to verify energy code compliance, provide a copy of the report with each energy code form. Plans must be to scale, non-erasable and neat. They need not be professionally drafted, with the

exception that an engineer's seal is required for the following: • foundations, • prefab trusses, • metal structures, • CMU structures and • engineered lumber or beams. *An additional set of plans may be submitted for approval stamps.*

Once approved, the plan will be given a Residence Master Plan Project Number and scanned for city records. After final approval of the plans, all of the appropriate information will be entered into the database under the Residence Master Plan Project Number.

**NOTE:** If the plan is not approved, it will be returned with a detailed list of corrections to be made. Redlines are not accepted. Incorporate changes into the design and reprint the corrected pages.

**The approved Residence Master Plan must be kept on the jobsite for inspections.**

#### II. Repeat Home Permit Application

Complete the Building Permit Application and Affidavit. At the time the builder proposes to build this unit, the Residence Master Plan Project Number must be entered in the Remarks Section of the Building Permit Application. Applications may be downloaded online at <http://www.houstonpermittingcenter.org/code-enforcement/publications.html>.

#### III. Repeat Home Plan Review

For individual Repeat Home Permits submit two (2) copies of the site plan and two (2) landscape forms to the New Residence Office. One set of plans will be stamped for the field. The site plan will be checked for City Planning approvals and Traffic / Transportation requirements. Taps and Meters (Wastewater) requirements must also be approved.

#### IV. Expanding Originally Approved

Work To Additional Subdivisions.

Permits issued under the Master Plan Program are site specific. When a builder wants to expand construction to a new area or subdivision that was not part of the approved

Master Plan, the following steps must be completed:

1. Provide the approved set of master plans and the master number to the Residential Plan Review Supervisor, as well as an attached letter from the Engineer of record stating that this house/foundation is also approved for the new subdivision. The content of the letter must include the approved project number and the new subdivision's name.
2. The Plan Analyst who approved the original set or a Plan Analyst designated by the supervisor will stamp another set for the builder, if desired, as long as it is the same as the red stamped plan presented by the builder. He/she will attach the engineered letter to the drawing and film a copy of the letter under the same master project number.
3. The residential analyst that stamped the original set will document the new information in the city database verifying that this plan is also engineered for the new subdivision.

### HELPFUL INFORMATION

- ❖ Permits may be purchased between 8:00 a.m. - 4:45 p.m.
- ❖ To speak with an inspector call (832) 394-8840 between 7:15 - 8:15 a.m. The Structural Inspections office is available 7:15 a.m. - 4:00 p.m.
- ❖ To schedule an inspection, call the automated line at (713) 222-9922 between 7:00 a.m. - 7:00 p.m. or online at [www.houstonpermits.com](http://www.houstonpermits.com)

### CONTACT INFORMATION

**Hours:** 8:00 a.m. – 4:30 p.m.  
**Phone Number:** (832) 394-8820  
**Location:** 1002 Washington Ave. 3<sup>rd</sup> FL  
Houston, Texas 77002